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*"Making a positive difference in the lives of young children"*

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## Commission Meeting

August 31, 2004 @ 3:00 p.m.

Department of Education 1135 Lincoln Street, Pine Room - Red Bluff, CA 96080

### MINUTES

**ATTENDANCE:** Christine Applegate, Bill Clybourn, Jeannie Jacobs, Valerie Lucero, Mildred Johnstone, and George Russell.

**ABSENT:** Paula Brown-Almond, Bob Douglas, and Connie Massie.

1. **PUBLIC COMMENT** – Vice Chairperson, Mildred Johnstone opened the meeting at 3:00 p.m. for public comment. There was none heard.

2. **CONSENT AGENDA:** *These items include routine fiscal and administrative actions to be approved by a single majority vote.*

2.1. **APPROVAL OF MINUTES**

2.2. **GENERAL WARRANT REGISTER**

2.3. **CLAIMS**

- Commissioner Bill Clybourn made the motion to approve the consent agenda as detailed and corrected, Commissioner Jeannie Jacobs seconded, motion carried 6 to 0.

3. **REGULAR AGENDA:**

3.1. **INFORMATIONAL: Director's Report**

- The evaluation of the Kit by UC Berkeley has been finalized and, no surprise to us, it says that the Kit is a very useful tool for parents and one of the most cost-efficient parent education resources available today. In fact, the knowledge gains of Kit parents often exceed the knowledge gains of parents who receive other, and often, much more expensive, parent education resources.
- Michelle Kinner, Project Coordinator for our Informal Caregiver Home Visiting and Training Program was selected to serve in an advisory capacity for the state-funded program Public Television TA Series targeting Informal Caregivers. One of the goals of this advisory committee is the development of a community outreach strategy.
- Association Update: *State Audit* – The report was fairly positive. To address any concerns raised in the State Audit, Rob Reiner requested the formulation of a task

- force to review audit recommendations. Key issues were calling for re-looking at the statewide evaluation to determine if it is generating the most appropriate data, a uniform definition of county commission administrative costs, and increasing access to training around best fiscal practices. The entire State Audit report can be viewed at [www.bsa.c.gov](http://www.bsa.c.gov). *GFOA Project* – Government Finance Officers Association has been engaged by our Association to conduct an independent assessment of our financial management, recommend an action to enhance financial procedures at County Commissions, and conduct training and TA over the next few months. Director Snider will hand-out overall messages that were developed following the statewide audit of 5 county First 5's and First 5 California for informational purposes. Commissioner Jeannie Jacobs asked for Director Snider to review the five audit recommendations and assess where we are locally. Director Snider will report on this assessment next month.
- First 5 California's Special Needs Project Demonstration Site RFA: Commission staff, partners, grantees, and consultants were ready to carve out the time needed apply for this grant; however, one of the deliverables for this 4 year research project is to screen 500 0-5 year olds per year in your SR catchment area. And counties could apply with one contiguous county commission that shares resources in order to meet this deliverable. So we met with First 5 Shasta and they are not able to apply at this time due to the quick turn around time of the grant, and the RFA restriction to only serve children in the SR catchment area did not fit with their overall goals. Director Snider did inform the State Commission staff in charge of this project that if they are not able to fund a rural demonstration project that we are interested in piloting one for them.
  - We have completed the statewide data collections training, logic model development, and local progress and fiscal reporting training for new grantees. Currently all three intensive direct service projects, First Steps and Gerber Family Center, Genesis project, and Family Start; are receiving training on the essential program elements for children 0-5. Collaborative meetings are taking place, referral systems are being designed, and direct services have begun!
  - Family Resource Center Network developments: The IACC has endorsed the recommendations of the FRC envisioning workgroup which Director Snider and SR Coordinator Jennifer Shortt are members. Those recommendations are to support the Vision and Mission developed by this group, recommend that the Board of Supervisors adopt a resolution in support of that vision, and recommend that the Board of Supervisors co host with the IACC and Health Partnership a Town Hall Meeting to request assistance in implementing the Vision and Mission.

The Cowell Foundation and other potential funding sources would be invited to attend. (hand-out) Hand-out outlines strategy to expanding strategies.

- **Tehama County District Fair Booth:** Update reported on progress. Commissioners, Commission Staff, and Grantees met on August 25 to create a plan of action. Commission staff gave a brief report of the results of this meeting. Sign-up sheet was passed around for each Commissioner to select times they are available to work to booth during the September 23-26 dates. Polo shirts will be purchased for staff directly involved in working with the First 5 Tehama projects and First 5 Tehama staff and Commissioners. First 5 Clearinghouse provides educational puppets and kit brochures for purchase – staff will order as part of the resources available at the booth. Grantees, staff, and Commissioners are encouraged to wear the polo's when representing First 5 Tehama at events, trainings, and conferences.

### **3.2. INFORMATIONAL: Project Updates**

**GRANTEE .....** New Directions to Hope

**Project Name .....** Genesis Project

**Grant Type.....** Direct Services

**Funding Cycle.....** July 1, 2004 – June 30, 2007

**Project Coordinator....** Jeanne Spurr

**Grant Award .....** Not to exceed \$464,250.00

**FY1 Funding .....** \$153,000.00

**Project Description:** In collaboration with community referral sources, specialized professional therapeutic services will be delivered to pregnant mothers and children ages 0-5. The Genesis Project has three primary components: In-home therapeutic supportive services; Office and school based therapeutic and educational services; and Community outreach and education of professionals. Each program component will support and expand parent education and counseling opportunities for parents with children 0-5.

Gerry Blasingame, Executive Director, provided an excellent video presentation on the specialized counseling services called Parent Child Interaction Therapy (PCIT) offered through the Genesis project and described other project services they will and are offering through New Directions to Hope.

- **For September:** Angie Lyon-Brown, Project Coordinator of the Child Care Retention Incentive (CRI) program and Michelle Kinner, Project Coordinator of the Informal Caregiver Home Visiting and Training program will do presentations of their projects.

### **3.3. FINANCIAL COMMITTEE REPORT**

- **ACTION: Quarterly Financial Report 2003/04 - Fourth**

Commissioner George Russell made the motion to approve the Fourth Quarterly Financial Report for the period ending June 31, 2004 as submitted, Commissioner Bill Clybourn seconded, motion carried 6-0.

### **3.4. AD-HOC PROTOCOL REVIEW COMMITTEE REPORT**

- **ACTION: Contractor Policy and Procedure Manual**

The Commission reviewed the Ad-Hoc recommendations for Contractor Policy and Procedure Manual. Commissioners requested all instances of the use of First 5 Tehama and Commission be consistent along with consistent use of grantee or contractor, and adding a Glossary of Terms for clarification. Director Snider will have changes completed by next meeting for review and recommendations for approval. Commissioner George Russell also requested that the manual be distributed to grantees for their input prior to action at our next commission meeting.

### **3.5. INFORMATIONAL: Annual Commission Workshop and Strategic Plan Review**

Commission staff are in the process of completing the action plan and will spend a day mapping action items to our annual calendar and bring the results for discussion and prioritization at the September Commission meeting.

### **3.6. INFORMATIONAL: Commissioner Updates**

- Commissioner George Russell stated that he will not be able to attend the next meeting.

### **3.7. ADJOURN**

Next meeting is scheduled for September 28, 2004

*Communications received by the FIRST 5 TEHAMA, Tehama County Children and Families Commission and Commissioner Information Packets are on file at the Office of the Program Director, 1135 Lincoln Street, Red Bluff.*

*If you need disability modification or accommodation in order to participate in this meeting, please contact the Commission office at (530) 528-1395 at least 48 hours prior to the start of the meeting. Government code Section 54954.2(a).*

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